

Motel Site

SITE MANAGER DUTIES

Day Shift (08:00-16:00)

- Arrive by 07:45 am to transition and get briefed by*Shift 1 Site Manager
- Review Teams for any updates, reminders, unfinished tasks that may be relevant to your shift and duties. Walk the site to get familiar with the site status
- Track arrivals and discharges throughout the day and update the Unit Availability spreadsheet on Sharepoint.
- Support Medical Team as needed (including but not limited to updating room signs, stocking the pantry and storage rooms, and pulling supplies from storage when requested).
- Get previous day's visitor log from Allied and file in binder
- Attend Team Huddle at 09:00 am
- Determine food needs for following day:
 - At 1130, reconcile with LAFH to verify the client count to determine the number of meals needed and if any updates in the number of client's with dietary restrictions, etc.
 - At 1200, submit the food order on Sharepoint
- Update the Service Tracking sheet on Sharepoint to track **ALL** vendors and deliveries.
 - All vendors such as food deliveries, trash pickup, Biowaste pickup, custodial services (daily and post use room cleaning), and any other deliveries such as Amazon, Fed-EX, UPS, etc. should be reflected on the tracking sheet.
- Update The Oaks board throughout the day as needed
- Keep inventory of all storage locations. Organize and store items in their designated location.
- Discuss site needs with medical team and keep note of supply and service requests.
- Prepare blue laundry bag packages to ensure there is enough stock
- Make up mattress covers when needed to have adequate stock on hand
- At 14:30, prepare to submit the 1500 report. Reconcile the Unit Availability report with LAFH boards to confirm client counts.
- At 15:00 (3 PM), update sheltering report (login credentials are labeled on the SM's laptop)
- Refill the pantry snack and drink items throughout the day as needed
- Days that room cleaning is scheduled:
 - Perform a walk-through of cleaned rooms
 - ▶ Note: The walk-through can be completed by the site manager. Dedicated team lead does not have to be present at the time of the walk-through and need only to be made aware of any issues with the cleaning service.
 - Complete room cleaning checklist
 - Replace room tags from "DIRTY" to "CLEAN".
 - Place "DIRTY" and room status signs in bin on ledge outside lobby window to be sanitized.
 - Inform Hotel Manager of any room damages identified during the walk through.
 - Return linen carts/bins to the laundry room and place any leftover Gatorade/water on the kitchen drink self or lobby refrigerator.
 - Place blue laundry bag packages on top of the bed of all cleaned rooms (if not completed by Dedicated)
- Prepare shift summary. Post to MS Teams important information and reminders and daily activities to keep the Site Management team informed of what went on during the shift
- Leave by 16:15 pm to transition to Shift 3 Site Manager

Motel Site

SITE MANAGER DUTIES

Swing/Evening Shift (16:00- 12:00)

- Arrive by 3:45 pm to transition and get briefed with Shift 1 Site Manager
- Review Teams for any updates, reminders, unfinished tasks that may be relevant to your shift and duties.
- Walk the site to get familiar with the site status
- Track arrivals and discharges throughout the day and update the Unit Availability spreadsheet on Sharepoint
- Support Medical Team as needed (including but not limited to updating room signs, stocking the pantry and storage rooms, and pulling supplies from storage when requested).
- Discuss site needs with medical team and keep note of supply and service requests.
- Walk the corridors and pick up any litter/debris
- Update the Service Tracking sheet on Sharepoint to track **ALL** vendors and deliveries.
 - All vendors such as food deliveries, trash pickup, BioWaste pickup, custodial services (daily and post use room cleaning), and any other deliveries such as Amazon, Fed-EX, UPS, etc. should be reflected on the tracking sheet.
- Update The Oaks board throughout the day as needed
- Refill the pantry snack and drink items throughout the day as needed
- Keep inventory of all storage locations. Organize and store items in their designated location.
- Restock PPE Bins (3 locations) and Lobby Closet
- Disinfect room and status signs, (especially on room cleaning days) and return them to designated SM area.
- Make up mattress covers when needed to have adequate stock on hand
- Prepare blue laundry bag packages to ensure there is enough stock
- By 18:00 pm, update Unit Availability spreadsheet (on Sharepoint)
- At 19:00 pm post an update to Teams including the following information:
 - Shift Summary
 - Client Intake / Discharge for the day
 - Deliveries
 - Picture of The Oaks Board (optional)
 - Picture of The Team Board (optional)
- Complete previous shift unfinished tasks
- Prepare shift summary. Post to MS Teams important information and reminders and daily activities to keep the Site Management team informed of what went on during the shift.
- Leave by 12:15 am to transition with Shift 1 Site Manager

Motel Site

SITE MANAGER DUTIES

Midnight Shift (12:00-08:00)

- Arrive by 11:45 pm to transition with previous shift for briefing
- Review MS Teams for updates and unfinished tasks that are relevant to your shift duties
- Assist medical team in receiving, labeling and storing delivered meals in the morning. Date individual items. Shift previous day meals to Refrigerator B and discard meals after 3 days.
- Support Medical Team as needed (including but not limited to stocking the pantry and storage rooms, unloading, and pulling supplies from storage when requested).
- Discuss site needs with medical team and keep note of supply and service requests.
- Update Service Tracking sheet on Sharepoint to track **ALL** vendors and deliveries.
 - All vendors such as food deliveries, custodial services (daily and post use room cleaning), and any other deliveries such as Amazon, Fed-EX, UPS, etc. should be updated on the list.
- Provide Quote of the Day on The Oaks board

- At 0630, prepare to submit the 0700 Sheltering Report. Reconcile the unit availability report with LAFH boards to confirm client counts.
- At 0700, submit sheltering report (login credentials are labeled on the SM's laptop)
- Keep inventory of all storage locations.

- Refill the following items on shelves throughout the night as needed:
 - Drinks (No. of cases that should be on shelves):
 - Gatorade (2 cases/flavor), Bottled water (4 cases), Sodas (2 cases each), Juice boxes (2 cases/flavor), Milk / Ensure (2 cases/type), Non-dairy mils (2cases/kind)
 - Toilet Paper
 - 6 rolls in each bathroom (Room 102, 103, Security). Rolls can be found in the Lobby Closet. Stock supplies in the Lobby Closet (stockpile in the cargo container).
 - Paper Towels
 - 4 packages in each bathroom (Room 102, 103, Security) and kitchen. Packages can be found in the Lobby Closet. Stock supplies in the lobby closet.
 - Liquid soap (Room 102, 103, Security) and kitchen
 - Ensure that all bottles are filled with liquid soap; there is a large bottle in each bathroom to refill the smaller bottle pumps
 - Clothing on shelves
 - Shirts, Shorts, Hoodies, Sweatpants, Socks, and Underwear
 - Towels / Linens (stock adequate supply on shelves at Room 102)
 - Potato Chips, chocolates, cookies, and other snacks/food items.

- Days that room cleaning is scheduled:
 - Pull out the rolling bin with towels and mattress covers, Gatorade, and water and place in its designated area.

- Prepare shift summary. Post to MS Teams important information and reminders and daily activities to keep the Site Management team informed of what goes on at the site during each shift.
- Leave by 8:15 am to transition with Shift 2 Site Manager